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Recording, Quality Management and Speech Analytics User Manual

Managing Views

Managing Views

This section explains how you can create new personal views, modify the name and widget layout of an existing view, change the order of the tabs in the view page, and delete existing view.

Important

Depending on your permissions, you may or may not be able to perform all of the actions described in this section.

Adding a New View

You can add as many new views to your Dashboard page as you wish. Each view can contain a different selection of widgets. For example, if you are a manager of two work groups, you may choose to create two different views, to help keep track of each work group separately. To create a new view:

1. In the **Dashboards** page, click the plus sign (15px) at the end of the tabs. A new blank view opens, and its tab is labeled **New View**.
2. Modify the properties of the view; see "Renaming a View and Changing the Column Layout of a View".
3. Select widgets to add to the view; see [Managing Widgets](#).

Renaming a View

You can change the name of an existing view. To change the name of a view:

1. On the right side of the screen, click **Change Settings**. The setting options appear on the screen.
2. Under **Change View Title**, in the **Title** field, modify the name of the view.
3. Click **Save**. The name is applied to the view, and the setting options are closed.

Changing the Column Layout of a View

You can change the column layout of an existing view. The widgets in the view are arranged to fit into the column layout you select. The width of each widget is determined by the width of the column in which it appears. Within a given column layout, you can manually change the width of each column to suit the widgets that appear in them.

Important

You can move widgets within a view, or change their heights, to suit the column layout you choose. See [Managing Widgets](#).

To change the column layout of a view:

1. On the right side of the screen, click **Change Settings**. The setting options appear on the screen.
2. Under **Change Columns**, click the desired layout, as follows:

Icon	Description
file:Sm_3columns.png	Three columns of equal widths
file:Sm_2columnsleft.png	Two columns, with the larger on the left
file:Sm_2columnsright.png	Two columns with the larger on the right
file:Sm_1column.png	One column

The layout is applied to the view, and the setting options are closed.

To change the width of a column:

- Drag the border line at the top of the column to the left or right.

1000px

Changing the Order of the View Tabs

You can move the view tabs to change their order. To move a view tab:

1. When the view is open, place your mouse on the top corner of the tab. The mouse pointer changes to plus.
2. Drag the tab to its new location. Additional tabs move accordingly.
3. When the tab appears in the desired location, release the mouse button. The tab is moved to that location.

Deleting a View

You can delete existing views from the Dashboard page. To delete a view:

1. On the right side of the screen, click **Change Settings**. The setting options appear on the screen.
2. Under **Delete View**, click **Yes**. You are prompted to confirm that you want to delete the view.
3. Click **Yes**. The view is deleted, and the setting options are closed.